



## OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION FOR FEBRUARY 23, 2015

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### A. CALL TO ORDER

### B. CITIZEN COMMENTS

*This section of the agenda allows citizens to address the Commission regarding any issue not on the agenda. The duration for each individual speaking is limited to **3** minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

### C. CONSENT AGENDA

*The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and Commissioners if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under H) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed to be discussed under "Items Removed from the Consent Agenda," is then voted upon by roll call under one motion.*

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 26, 2015

### D. PUBLIC HEARINGS

1. Consideration of **Resolution No. 602-15** Authorizing Changes to the Adopted 2014-2015 Budget

### E. ITEMS REMOVED FROM CONSENT AGENDA

*Items removed from the Consent Agenda will be discussed individually at this time. The Chairman may impose a time limit on speakers addressing these issues.*

### F. COMMUNICATIONS FROM COMMISSIONERS

### G. ADJOURNMENT



# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Nicole Morris, Deputy City Recorder

**DATE:** 02/23/2015

**SUBJECT:** Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 26, 2015

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### ISSUE BEFORE THE COMMISSION:

Approval of the Tualatin Development Commission Meeting Minutes of January 26, 2015.

### RECOMMENDATION:

Staff respectfully recommends approval of the meeting minutes.

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**Attachments:** Tualatin Development Commission Meeting Minutes of January 26, 2015

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## OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR JANUARY 26, 2015

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Present: Chairman Lou Ogden; Commission President Monique Beikman; Commissioner Joelle Davis; Commissioner Wade Brooksby; Commissioner Frank Bubenik; Commissioner Nancy Grimes; Commissioner Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Finance Director Don Hudson; Deputy City Manager Sara Singer; Information Services Manager Lance Harris; Economic Development Manager Ben Bryant; Assistant City Manager Alice Cannon

### A. CALL TO ORDER

Chair Ogden called the meeting to order at 7:29 p.m.

### B. ANNOUNCEMENTS

#### 1. Swearing-in of Newly Elected Commissioners

Administrator Lombos administered the Oath of Office to Commission Chair Ogden, Commissioner Grimes, Commissioner Buebnik, and Commissioner Brooksby.

### C. CITIZEN COMMENTS

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### D. CONSENT AGENDA

*The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and Commissioners if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under H) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed to be discussed under "Items Removed from the Consent Agenda," is then voted upon by roll call under one motion.*

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Ed Truax to adopt the consent agenda.

**Vote:** 7 - 0 MOTION CARRIED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of July 14, 2014
2. Consideration of the 2014 Urban Renewal Agency Annual Financial Report

**E. ITEMS REMOVED FROM CONSENT AGENDA**

*Items removed from the Consent Agenda will be discussed individually at this time. The Chairman may impose a time limit on speakers addressing these issues.*

**F. COMMUNICATIONS FROM COMMISSIONERS**

**G. ADJOURNMENT**

Chair Ogden adjourned the meeting at 7:30 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Lou Ogden, Mayor



# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Don Hudson, Finance Director

**DATE:** 02/23/2015

**SUBJECT:** Consideration of Resolution No. 602-15 Authorizing Changes to the Adopted 2014-2015 Budget

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### ISSUE BEFORE THE COMMISSION:

Consideration of proposed changes to the adopted 2014-2015 budget.

### RECOMMENDATION:

Staff recommends adopting the attached Resolution.

### EXECUTIVE SUMMARY:

Occasionally, it becomes necessary after the budget is adopted to transfer appropriation authority between appropriation categories within the same fund. A transfer of appropriation authority is a decrease of one existing appropriation and a corresponding increase of another existing appropriation, with no net change in the total amount of all appropriations. A common situation in which appropriations are transferred from one category to another within a fund is when a specific need is identified for money that was budgeted and appropriated as operating contingency. Oregon Revised Statutes (ORS) 294.463 allows for resolution transfers and ORS 294.463(2) allows for contingency transfers exceeding the aggregate of 15% of the total appropriations in the fund upon passage of a supplemental budget. The supplemental budget this evening requests a transfer from contingency, which when combined with a previous contingency transfer, exceeds the 15% amount in the Central Urban Renewal District Projects Fund. The Supplemental Budget is being considered as part of a public hearing this evening.

There are a number of projects that together require the proposed contingency transfer. Besides change orders related to the Library/City Offices Parking Lot Project, primarily related to a soil condition requiring additional excavation to solidify the ground below the asphalt, closeout of the Tualatin Sherwood Road Landscaping Project and continued need for environmental monitoring of the Hanegan Lot (located at the corner of Nyberg and Boones Ferry Roads) also require project dollars in this fiscal year.

A transfer from Contingency of \$99,280 is being considered to complete these projects. There are sufficient dollars available in contingency in the Central Urban Renewal District Projects Fund and the attached resolution is in compliance with the supplemental budget process in Local Budget Law.

### FINANCIAL IMPLICATIONS:

The net effect to the adjustments is zero, as the resolution transfers existing appropriations from one account to another.

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**Attachments:**    Budget Resolution

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RESOLUTION NO. 602-15

RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATION FROM  
THE CONTINGENCY FUND TO THE CURD PROJECTS FUND AND  
AUTHORIZING CHANGES TO THE ADOPTED 2014 - 2015 BUDGET

WHEREAS, after the budget process for the 2014-2015 fiscal year was completed, an occurrence or condition arose that could not have been ascertained at the time of the budget preparation; and

WHEREAS, ORS 294.463 allows the Commission to authorize transfers of appropriations within a given fund and ORS 294.463(2) restricts the total amount to be transferred from contingencies to 15 percent of the total adopted budget for the fund unless a supplemental budget is adopted; and

WHEREAS, Oregon Revised Statutes (ORS) 294.471 allows for the preparation and adoption of a supplemental budget; and

WHEREAS, a notice of public hearing was posted in a newspaper of general circulation and a public hearing was held on February 23, 2015 to consider the supplemental budget.

BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, THE URBAN RENEWAL AGENCY OF THE CITY OF TUALATIN, OREGON, that:

**Section 1.** Appropriation in the amount of \$99,280 is transferred from the Contingency Fund to the Fund Projects account within the CURD Projects Fund.

**Section 2.** This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 23rd day of February, 2015.

TUALATIN DEVELOPMENT  
COMMISSION, the Urban Renewal  
Agency of the City of Tualatin

BY \_\_\_\_\_  
Chairman

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
Administrator